

Business Office ADMINISTRATIVE SPECIALIST III

C112

Salary \$25,773 to \$28,500 DOE

Please submit your application by 5:00, November 12, 2021, to the Office of Human Resources, Womack 209 or via email to humanresources@hsu.edu.

SUMMARY: The Administrative Specialist III is responsible for coordinating business office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and institution policy.

TYPICAL FUNCTIONS: Provides information, assistance, and clarifications to interested parties concerning Business Office policies and procedures.

Researches and analyzes data pertinent to Business Office goals and objectives and prepares reports explaining findings and recommendations.

Assists in developing or revising policies, procedures, and directives based on research findings; submits to supervisor for approval.

Compiles financial information used by supervisor to formulate budget proposals and monitors expenditures to ensure optimum operating efficiency.

Reviews and answers or prepares correspondence relating to Business Office functions.

Interprets agency administrative directives, policies, and procedures to ensure consistent application.

Assists supervisor by maintaining leave records, appointment calendar, and prioritizing incoming correspondence.

May supervise a small to medium-sized administrative support staff and evaluate the work performance of incumbents.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of the principles and practices of mathematics and statistics. Knowledge of research and analysis techniques and methods. Knowledge of work-related subject area. Knowledge of computers and software applications. Ability to prepare, present, and review oral and written information and reports. Ability to research and analyze related work program information. Ability to develop, recommend, interpret, and apply policies and procedures. Ability to analyze financial records and prepare reports. Ability to plan, organize, and direct the work of others.

MINIMUM EDUCATION AND/OR EXPERIENCE: The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus two years of experience in a specialized or a related field applicable to work performed.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

PLEASE NOTE:

The applicant selected for this position will be required to submit to a background screening, including criminal background check. A financial records check, drug screening or driver's record check may be required, depending on the position.

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